

4 May 1976

SUBJECT: DDA Personnel Rotation Program

POLICY

It is the policy of the Directorate of Administration that employees be given the opportunity to develop and strengthen their experience in the broadest possible areas of administrative support. To assist in achieving this goal a limited Directorate rotational program is established to select highly qualified individuals for assignment to positions in Sub-Groups other than their own. As experience is gained in operating this program its extension is envisioned.

ELIGIBILITY

Staff personnel in grades GS-14 through GS-16 are eligible for nomination. Those nominated will have demonstrated the ability to assume positions encompassing broader responsibilities and covering wider administrative dimensions. Each employee selected should have exhibited excellent performance in his area of responsibility as indicated by the last two fitness reports.

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POSITION IDENTIFICATION AND SELECTION PROCESS

To implement this policy each DDA Office Director (except D/MS) will identify a position at the GS-15/16 grade level which may be staffed by an officer from another DDA Sub-Group. He will also select two officers from his Sub-Group to be considered for rotation to another Sub-Group. Details on each position as to grade, type duties performed, and the date assignee is needed will be prepared. For each officer nominated a current biographic profile, the last two Fitness Reports and a short resume of duties in his various assignments will be provided. This information will be forwarded to the office of the DDA/CMO not later than 1 July 1976.

By 10 July 1976 the DDA CMO's office will forward to each Office Director information on positions identified and officers nominated by the other Sub-Groups. Each Office Director will submit by 20 July to the CMO's office their proposed assignments to each of the 14 positions indicating a principal and an alternate.

By 1 August 1976 the SPRB will convene to select primary and alternates candidates for each of the eight positions. The Board selectees will be forwarded to the DDA for final approval; concurrently, the reassignment date (usually within a six-month period) will be established.

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The program now being administered by the DDA Personnel Panel to fill a limited number of MG positions for which no MG Officer is available is considered a supplemental plan and is not to be used as an alternative to this program.

DURATION

The assignment will normally be for a two-year period and a letter of understanding will detail the agreement. The sponsoring office will maintain career responsibility for its candidate. This will include competitive ranking evaluation so that the individual will receive appropriate consideration for further development and advancement. The host office will prepare the employee's annual fitness report and any other correspondence concerning performance in the assignment. The employee will be assigned to an established position and will not be placed in the development complement.

EMPLOYEE COUNSELING

The selected employee will be advised of assignment duration and of the obligation to return to the parent office upon completion of the prescribed tour. The employee will be advised that the assignment is a developmental one designed to broaden his view of Agency requirements and further develop his managerial skills. It is the responsibility of the sponsoring office to ensure that the employee receives firm counseling on the purpose of the rotational assignment, promotions, future assignments, and what is planned upon return from the rotational assignment.

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ANNOUNCEMENTS

Each Office will ensure that all qualified employees are considered in this voluntary program. Interested employees should make known to their respective career Sub-Groups their interest in being considered for participation in the program. Inquiring employees will be counselled on their eligibility for program participation. Employees are reminded, however, that only a few positions are being identified and, therefore, only the most highly qualified will be selected to participate.

POSITIONS

For the initial phase of the program, each Office will select the following number of positions(s) for which a candidate from another career sub-group can be selected:

OC - 1	OS - 1	OF - 1
OP - 1	OMS - 0	OL - 1
OJCS - 1	OTR - 1	O/DDA-1

Although Offices may submit more than one position for SPRB consideration each (including O/DDA but with the exception of OMS) will host one officer during the initial phase of the program.